



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Ga. Dept. of Natural Resources Environmental Protection Division Air Quality Control Section 4279 Memorial Drive, Suite D Decatur, Georgia 30032	Application Number	80-394-A
Application Number		Date Received	Date Completed
		JAN 21 1985	APR 16 1985
2. Person to Contact		Working Title	Telephone Number
Linda L. Bray		Senior Secretary/Typist	656-4997
3. Action Requested			
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.			
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.			
c. <input checked="" type="checkbox"/> Amend Application No. 80-394 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series		5. Records Series Title (followed by title used in office, if different)	
Earliest	Latest		
ca 1970	Present	Air Quality Source Monitoring Report Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?			
The Air Protection Branch is responsible for implementing the Georgia Air Quality Act of 1978. It adopts rules and regulations necessary to control air pollution within the State, including establishing ambient air quality standards to prevent, control or abate air pollution. It also investigates pollution problems, develops preventive control programs, and insures industry compliance by licensing all industries that emit contaminants into the air.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.			
Documents relating to: Determining air pollutant emissions from stationary sources.			
Included are: No Change			
Test reports including summary of results of testing, all data utilized to obtain results, conditions under which test were conducted.			
File is arranged: Alphabetically by company			
8. Monthly Reference Rate		How often are records referred to which are: No Change	
One to six months old 60		Seven to twelve months old 30	
Thirteen to twenty-four months old 20		twenty-five months and older 1	
9. Annual Rate of Accumulation of Records No Change			
Letter-size drawers 4; Legal-size drawers; Shelves; Other (specify)			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 1 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

No Change

Test report is needed for reference until updated report is received.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

No Change

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Hold in active file until report is 5 years old or until an updated test report is received, whichever is sooner; then place in inactive file. Cut off inactive file at end of each calendar year; then transfer to local holding area; hold 1 year; then transfer to State Records Center; hold 4 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
R. H. Collum	1/17/85	Ed Harmon	1-18-85
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	4-15-85
		Secretary of State/Designee	4/9/85
		Attorney General/Designee	4/15/85

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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address GA. Dept. Natural Resources, EPD Air Quality Evaluation Section 4279 Memorial Drive, Suite D Decatur, Georgia 30032	Application Number 80-394	
Application Number		Date Received OCT 23 1980	Date Completed DEC 2 1980
2. Person to Contact Elon Dodgen		Working Title Principal Secretary	Telephone Number 404/656-4997
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest ca 1970 Latest present		5. Records Series Title (followed by title used in office; if different) Air Quality Evaluation Source Report Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Air Quality Evaluation Section is responsible for preservation, protection, and improvement of air quality and to conduct a statewide source monitoring program so as to safeguard the public health, safety, and welfare			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Determining air pollutant emissions from stationary sources. Included are: Test reports including summary of results of testing, all data utilized to obtain results, conditions under which tests were conducted. File is arranged: Alphabetically by company			
8. Monthly Reference Rate		How often are records referred to which are: One to six months old 60 ; Seven to twelve months old 30 ; Thirteen to twenty-four months old 20 ; twenty-five months and older 1 ?	
9. Annual Rate of Accumulation of Records Letter-size drawers 4 ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
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Test report is needed for reference until updated report is received

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal year; ☐ Other _____ then.

- ☐ Hold in the current files area _____ month(s) _____ year(s); then see below
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy. Recycle Paper
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Hold in active file until report is 5 years old or until an updated test report is received, whichever is sooner; then place in inactive file. Cut off inactive file at end of each calendar year; then transfer to local holding area; hold 1 year; then transfer to State Records Center; hold 4 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
R. H. Collum	10/6/80	Pat Harrison	10-20-80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	11-26-80
		Secretary of State/Designee	11-25-80
		Attorney General/Designee	12-1-80